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**PG**

**7059**

**Post Specification**

**Regulation and Technical**

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| **Date** | **Jan 2025** |
| **Post Title** | Fire Protection Inspector |
| **Job Family Role Profile** | **RT12** |
| **Final Grade** | **Grade 12** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post**  |
| * To lead on and take responsibility for all fire protection audit and enforcement activities within their respective area as directed by the Fire Protection Manager.
* To undertake audits of higher fire risk business premises and premises with complex fire engineered solutions as well as supervising Fire protection Advisors undertaking Fire Safety Audits in medium and low fire risk premises.
* Contributing to a safer community in accordance with the Integrated Risk Management Plan (IRMP) by providing advice and Information on business fire safety and by assisting in engaging or developing internal/external local partnerships with key stakeholders.
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| **Key job specific accountabilities** |
| 1. To undertake fire safety audits in higher fire risk premises and those premises with fire engineered solutions, for the purpose of assessing compliance with the Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O)
2. Support the Fire Protection Manager in the preparation of Prohibition/Restriction Notices and issuing Enforcement Notices in accordance with the RR(FS)O.
3. Investigate and report upon breaches of the RR(FS)O for the commencement of legal prosecutions throughout Cumbria as required by the Fire Protection Team Manager ensuring evidence is gathered in accordance with the Police and Criminal Evidence Act (PACE).
4. Contributing to a safer community in accordance with the Integrated Risk Management Plan (IRMP) by providing advice and Information on business fire safety and by assisting in engaging or developing internal/external local partnerships with key stakeholders.
5. Respond to complaints from members of the public within their area within agreed timescales.
6. Respond to Building Control designs submissions within their area within agreed timescale.
7. Lead on the identification of high risk premises, groups and individuals within their area and upon the implementation of a targeted risk based reduction programmes.
8. Organise business compliance events and campaigns, engaging with external groups and organisations in order to ensure Service and Team aims & Objectives are met.
9. Manage, co-ordinate and support the Fire Protection Inspectors
10. Contribute to the Service Planning Process as required.
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| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | * N/A
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| **Staff Management Responsibilities** | * Line Manage and support Fire Protection Advisors within their area including the allocation of work and managing in accordance with the Service HR Policy.
* Support Fire Protection Apprentices within their area including coaching, mentoring, quality assurance and the allocation of work activities.
* Organise themselves and their team to ensure audits, campaigns, complaint response and consultations are undertaken in the required timescales as identified in Fire Protection Team aims & objectives.
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| **Other** | * Resources Responsible for -
	+ Information – computer-based data and information
	+ Equipment – ICT equipment,
	+ Legal records and prosecution files
	+ Fire risk assessments and records from businesses and premises
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| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| **Essential** * 5 GCSEs or equivalent (Including English) at Grade C or above.
* Possess or prepared to work toward the Advanced Certificate in Investigative Practice
* Possess the Level 3 Fire Safety Diploma or equivalent
* Possess or prepared to work towards completion of the Fire Risk Management Level 4 Diploma or equivalent
* Have a good understanding of Health and Safety or an associated discipline
* A thorough understanding of generic health and safety risk assessment principles and the Health & Safety Regulatory Framework in the UK.
* Experience of supervising people and a thorough understanding of the responsibilities of management.
* Significant experience of determining solutions to hazards and risks identified through health and safety inspection and investigation within premises
* Excellent presentation skills.
* Excellent interpersonal and communication skills and ability to Communicate at all levels.
* Good organisation skills.
* Good time management skills.
* Strong customer focus.
* Ability to plan and prioritise work
* Ability to Plan other peoples work in order to meet Team Aims & Objectives
* Ability to be self-motivated.
* Ability to work as part of a team.
* Ability to motivate and organise team members
* Understanding of risk assessment Principles and application.
* A logical thinker with attention to Detail, with the ability to problem solve
* Proficient with Microsoft applications e.g. Word, Excel, PowerPoint, Outlook and data inputting systems.
* Open to change and proactive.

**Desirable*** A Member of the Institute of Fire engineers (MIfireE)
* Possess the NEBOSH General Certificate
* An excellent working knowledge of the principles of fire protection solutions and an in depth knowledge of the RR(FS)O.
* Experience of the application of fire safety codes of practice, technical guidance and standards.
* Significant experience in undertaking investigations relating to regulation breaches in either the private or public sectors ideally in accordance with PACE
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| **Disclosure and Barring Service – DBS Checks** |
| * This post requires a DBS check.
* The level of check required is:
	+ DBS Standard
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| **Job Working Circumstances** |
| **Emotional Demands** | * Confrontation/challenge – Occasional. May have to deal with confrontation./ emotional challenge whilst undertaking audits of all types of business and responding to complaints with regard to non compliance
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| **Physical Demands** | * No Manual handling related tasks associated with this role
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| **Working Conditions** | * Both office and site based where there may be infrequent exposure to inclement weather conditions. May have to wear protective clothing
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| **Other Factors** |
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